

Attachment A
Transmittal Memorandum No. 5
(July 28, 1955)
Circular No. A-7, Revised

AMENDMENTS TO STANDARDIZED GOVERNMENT TRAVEL
REGULATIONS, AS AMENDED AUGUST 1, 1952

1. In paragraph 5, the last sentence is amended to read:

"The administrative approval of the voucher will constitute the approvals required in paragraphs 12a, 39, 45, 45c, 45d, 47, 75, 76, 78, 79."

2. Paragraph 8 is amended as follows:

- a. The last sentence preceding subparagraph a is amended to read:

"When required for travel beyond the limits of the continental United States, fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity and of affidavits, and charges for inoculation which cannot be obtained through a Federal dispensary will be allowed."

- b. The last sentence of subparagraph a is amended to read:

"Reimbursement for the use of taxicabs under this subparagraph may be allowed for the actual taxicab fare, plus tips of 10 cents where the fare is \$1 or less or 10 percent of the fare where the fare exceeds \$1; if the 10 percent is not a multiple of 5, it shall be increased to the next multiple of 5."

- c. Subparagraphs c and d are redesignated as subparagraphs 78a and b respectively.

3. Paragraph 10 is amended to read:

"10. Indirect-route or interrupted travel.--In case a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense will be borne by himself. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they should be issued only for that portion of the expense properly chargeable to the Government, and the employee should pay the additional personal expense to the carrier in cash, including the Federal transportation tax. (See par. 49.)"

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4. Paragraph 11 is amended as follows:

a. The last sentence preceding subparagraph a is amended to read:

"The use of taxicabs between place of lodging and place of business, or between places of business, may be allowed under this paragraph. In the case of the use of taxicabs, reimbursement may be allowed in the manner set forth in the last sentence of paragraph 8a."

b. Subparagraph a is amended by adding at the end:

"(See pars. 80e and f.)"

5. Paragraph 12 is amended as follows:

a. The title is amended to read:

"12. Use of privately owned conveyance."

b. Subparagraph a is redesignated as subparagraph b, the preceding part of paragraph 12 is designated as subparagraph a with the title: "Actual expense basis," and in the fourth line from the top of that part the reference to "12a" is changed to "12b."

c. The redesignated subparagraph a is amended by inserting the following new opening sentence:

"This subparagraph applies to reimbursement on the basis of actual expense for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise reimbursement is to be made under the provisions of subparagraph b."

d. The redesignated subparagraph a is further amended by changing the reference at the end to read:

"(See pars. 80h, 83e.)"

e. The redesignated subparagraph b is amended under numeral (1) by changing the amounts "4 cents" and "7 cents" in lines 10 and 12 from the top to "6 cents" and "10 cents," respectively, and by changing "12" to "12a" in the reference at the end.

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6. Paragraph 13 is amended as follows:

a. The title and subparagraph a are amended as follows:

"13. Accommodations on trains, steamers, and airplanes.

a. Train accommodations.

(1) Sleeping car accommodations: One standard lower berth when night travel is involved; except that the lowest first-class available accommodation superior to a lower berth may be allowed on certification by the traveler on his travel expense voucher that, at time reservation was made, the accommodation used was the lowest available first-class accommodation superior to a lower berth. This certification will be accepted as prima facie evidence of the facts. When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Government.

(2) Parlor car and coach accommodations: One seat in a sleeping or parlor car will be allowed unless the travel order or other administrative determination specifies that coach accommodations be used. Where adequate coach accommodations are available, officials authorizing travel shall take steps to see that coach accommodations are used to the maximum extent possible, on the basis of advantage to the Government, suitability and convenience to the traveler, and nature of the business involved."

b. Subparagraph c is amended to read:

"c. Airplane accommodations.

(1) First-class and air-coach accommodations: One first-class seat will be allowed for air travel unless the travel order or other administrative determination specifies that air-coach or air-tourist accommodations be used.

(2) Sleeper-plane accommodations: One standard berth on airplanes having sleeping accommodations may be authorized or approved when night travel of 6 or more hours of elapsed time is involved.

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c. A new subparagraph d is inserted to read:

"d. Security factor.

Regardless of the length of a journey and mode of travel, the use of a compartment or such other accommodations as may be authorized or approved by the head of the agency concerned, or by such subordinates as he may designate, may be allowed where required for purposes of security."

7. Paragraph 14 is amended to read:

"14. Unused accommodations.--When a traveler finds he will not use accommodations which have been reserved for him, he must release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler must report such facts to the proper official in the manner prescribed by the department or establishment concerned. Failure of travelers to take such action may subject them to liability for any resulting losses."

8. Paragraph 16 is amended to read:

"16. Special tickets.--Through fares, special fares, commutation fares, excursion, and reduced-rate round-trip fares should be utilized for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Government. Round-trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized. (See pars. 9, 49.)"

9. Paragraph 17-37 is amended to read:

"17. Transportation request forms.

a. Applicable regulations.--Standard forms of United States Government requests for official transportation are prescribed by the Comptroller General of the United States in General Regulations No. 123.

b. Use.--Transportation request forms are to be used only for official travel. Where for personal reasons a traveler uses an indirect route or accommodations superior to those authorized, he should pay cash for the excess amounts including the applicable share of the Federal transportation tax.

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c. Lost or stolen transportation requests.--When a transportation request form in the possession of a traveler is lost or stolen, an immediate report is to be made to the proper official in the manner prescribed by the department or establishment concerned. If a traveler, subsequent to submitting a report, recovers the form, it shall not be used, but shall be transmitted to the proper official. A traveler may be held liable for any expenditure of the Government caused through negligence on his part in safeguarding transportation request forms."

10. Paragraph 38 is amended to read:

"38. Definition.--The term 'baggage' as used in these regulations means Government property and personal property of the traveler necessary for the purposes of the official travel."

11. Paragraph 39 is amended to read:

"39. Excess baggage.--Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Where air-coach or air-tourist accommodations are used, transportation of baggage up to the weight carried free on first-class service is authorized without charge to the traveler; otherwise excess baggage charges will be allowed when authorized or approved. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement should be included on the travel voucher. (See par. 80a.)"

12. Paragraph 43 is amended to read:

"43. Checking and handling of baggage.--Charges for checking baggage will be allowed. Charges or tips at transportation terminals will be allowed for handling Government property carried by the traveler."

13. The title of section VI is amended to read:

"SUBSISTENCE EXPENSES"

14. Paragraph 44 is amended to read:

"44. Per diem allowance.--The per diem in lieu of subsistence expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, dining room stewards and others on vessels, hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning

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and pressing of clothing, fans and fires in rooms, transportation between places of lodging or business and places where meals are taken, except as otherwise provided in paragraph 8b. The term lodging does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expense. (See pars. 45f and 47.)"

15. Paragraph 45 is amended as follows:

a. The title and the part of the paragraph preceding subparagraph a are amended to read:

"45. Rates of per diem.--The per diem allowances provided in these regulations represent the maximum allowable, not the minimum. It is the responsibility of each department and establishment to see that travel orders authorize only such per diem allowances as are justified by the circumstances affecting the travel. To this end, care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses.

A per diem allowance not to exceed \$12 in lieu of subsistence expenses for travel on official business within the limits of the continental United States may be authorized or approved.

For travel on official business beyond the limits of the continental United States, a per diem allowance may be authorized or approved at not to exceed the rates prescribed in Appendix I (Revised) to the Standardized Government Travel Regulations, containing the per diem rates for travel beyond the limits of the continental United States, promulgated as Attachment A to Budget Circular No. A-7, Revised, as amended by transmittal memorandum. For travel by commercial passenger aircraft involving areas outside the continental United States with different maximum per diem rates, including stopovers involving less than six hours, a maximum rate of \$6 is prescribed.

In any case where the employee's tour of travel requires more than two months' stay at a temporary duty station, consideration should be given to either change in official station or a reduction in the per diem allowance.

Per diem allowance for travel by means of a privately owned trailer may be authorized or approved."

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- b. The first sentence of subparagraph a is amended to read:

"Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, per diem in lieu of subsistence expenses will terminate at the beginning of the next quarter day, or begin with the quarter day during which the leave of absence terminates. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be entitled to per diem in lieu of subsistence expenses until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence."

- c. The following new subparagraphs e and f are inserted to read:

"e. In computing per diem in cases where the traveler crosses the international date line (one hundred and eightieth meridian), actual elapsed time shall be used rather than calendar days.

"f. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency, an appropriate deduction shall be made from the authorized per diem rate."

16. Paragraph 47 is amended as follows:

- a. The part of the paragraph preceding subparagraph a is amended to read:

"47. On vessels.---On vessels where the price of passage includes meals, per diem in lieu of subsistence on shipboard will be allowed if authorized or approved (gratuities to Government employees will not be allowed)."

- b. Subparagraphs a and b are rescinded. (See pars. 45e and f, as herein amended.)

17. In paragraph 48, the part preceding subparagraph a is amended to read:

"48. Time of departure and arrival.---The date and hour of departure from and arrival at the official station and points at which temporary duty is performed must be shown on the travel voucher where such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other

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points visited should be shown on the voucher; time of arrival and departure need not be shown. For an absence from the official station of more than 24 hours, standard time will be used even though daylight saving time is in effect at the official station. For an absence of 24 hours or less, the local time in effect at the official station will be used. If both types of absence occur during the same voucher period, standard time will be used. (See pars. 4, 83e, and 87.)"

18. Paragraph 51 is designated as paragraph 50.

19. A new paragraph 51 is added to read:

"51. Allowance of actual subsistence expenses.

a. Applicability.--The provisions of this paragraph apply to civilian officers and employees traveling under the Travel Expense Act of 1949, as amended, and to persons traveling under section 5 of the Administrative Expenses Act of 1946, as amended.

b. Authorization and approval.

(1) Authorization or approval shall be limited to specific travel assignments where due to the unusual circumstances of the assignment the statutory maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler. (See par. 44.)

(2) Heads of departments and establishments, as defined in the Travel Expense Act of 1949, as amended, shall, in accordance with the provisions set forth in this paragraph, prescribe conditions under which reimbursement may be authorized or approved on an actual expense basis, not to exceed \$25 for each calendar day or fraction thereof in travel status, for the actual and necessary subsistence expenses of a traveler on official travel assignment within the limits of the continental United States. Such conditions shall restrict travel on an actual subsistence expense basis to those travel assignments where necessary subsistence **costs** are unusually high. They should not permit the use of the actual subsistence expense basis where necessary subsistence expenses may exceed the statutory maximum per diem allowance by a small amount. Because hotel accommodations constitute the major part of necessary subsistence expenses, travel on an actual subsistence expense basis might appropriately be authorized or approved for travel assignments which otherwise meet conditions prescribed by the head of the department or establishment where the traveler has no alternative but to incur hotel costs which would absorb all or practically all of the statutory maximum per diem allowance.

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(3) Heads of departments and establishments may delegate, with provision for limited redelegation, authority to authorize or approve travel on an actual subsistence expense basis. Such delegation or redelegation should be held to as high an administrative level as practicable in order to insure adequate consideration and review of the circumstances surrounding the need for travel on the actual subsistence expense basis.

(4) Where reimbursement of subsistence expenses on an actual expense basis is authorized, the maximum amount per calendar day or fraction thereof, not in excess of \$25, for the specific travel assignment shall be stated in the travel authorization. However, if actual expenses are less than the maximum stated in the travel authorization, the traveler shall be reimbursed only for actual necessary subsistence expenses. If (a) travel on official business is performed without prior authorization or travel is authorized and performed on a per diem basis, and (b) due to unusual circumstances, the applicable statutory maximum per diem is much less than the actual and necessary subsistence expenses incurred and the specific travel assignment otherwise conforms to the provisions of this paragraph, the actual and necessary subsistence expenses incurred, but not in excess of \$25 per calendar day or fraction thereof, may be approved.

c. Administrative arrangements.--Heads of departments and establishments shall establish necessary administrative arrangements for an appropriate review of (1) the justification for travel on the actual expense basis, and (2) the subsistence expenses claimed by a traveler in order to determine that they are proper subsistence expenses and were necessarily incurred in connection with the specific travel assignment. Departments and agencies are cautioned to see that travel on an actual subsistence expense basis is administered in accordance with the spirit and intent of the law and to take such steps as are necessary to prevent abuses.

d. Leave of absence.

(1) Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, subsistence allowance will terminate or begin at such time. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence: Provided, That if after such leave of absence the traveler returns to a duty status at the same or different temporary duty station, lodging will be allowed only for the night preceding his first day's leave of absence or the night preceding his return to duty status.

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(2) Where for the traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See pars. 9, 10, 87.)

(3) A traveler will be considered to be in subsistence status on nonwork days unless (a) he returns to his official station, (b) a nonwork day is immediately preceded and followed by leave of absence, or (c) one or more nonwork days immediately precede and follow a period of absence.

(4) Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence will be allowed.

(5) The provisions of paragraph 45c and d applicable to per diem in lieu of subsistence shall also apply to the allowance of subsistence expenses.

e. Return to official station for nonwork days.--At the discretion of the administrative officials an employee may be required to return to his official station for nonwork days. In cases of voluntary return of employees to their official station for nonwork days, the maximum reimbursement allowable for travel cost to and from headquarters and temporary duty station and actual subsistence en route shall be the necessary subsistence expense which would have been allowable had the employees remained at the temporary duty station.

f. Itemization of, and receipt for, expenses.--Actual and necessary subsistence expenses incurred on a travel assignment for which reimbursement is claimed by a traveler must be itemized in a manner prescribed by the heads of departments and establishments which will permit at least a review of the amounts spent daily for (1) lodging, (2) meals, and (3) all other items of subsistence expenses. Any subsistence item in excess of \$3 must be itemized separately. Receipts shall be required at least for lodging and, where practicable to obtain them, for each item of subsistence expense (other than meals and tips) which is in excess of \$3."

20. A new paragraph 78 is added to read:

"78. Fees relating to travel outside the limits of the continental United States.--The following items may be authorized or approved:

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a. Commissions for conversion of currency in foreign countries. (See pars. 90, 91.)

b. Charges covering exchange fees for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries. (See par. 91.) Exchange fees incurred in cashing checks or drafts issued in payment of salary will not be allowed in travel expense accounts.

c. Costs of Travelers Checks purchased in connection with travel outside the limits of the continental United States."

21. Paragraph 80 is amended as follows:

a. The opening part and subparagraphs a, d, and g are amended to read:

"80. Receipts required.--Receipts for allowable expenditures, when practicable to obtain them, will be required for:

a. Excess baggage, where the amount involved is in excess of \$3. The receipt should also indicate the weight of the baggage and the points between which the baggage was moved. (See par. 39.)

d. Travelers Checks and foreign-exchange fees. (See pars. 78a, 78c, 90, and 91.)

g. Other expenditures not otherwise provided for in this paragraph, where the amount involved is in excess of \$3. (See par. 79.)"

b. The next to the last sentence of subparagraph f is amended to read:

"A receipted bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered or articles purchased, and the unit price."

c. The last sentence of the paragraph following subparagraph t is amended by changing the numeral "12" to "12a".

d. Subparagraph f is further amended by transferring the last sentence to the end of the paragraph following subparagraph t.

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22. In paragraph 83, subparagraph a is amended to read:

"a. All claims for the reimbursement of traveling expenses shall be submitted on authorized reimbursement forms and must be itemized and stated in accordance with these regulations unless, for special reasons, compliance with certain provisions has been waived or modified by written determination of the Director of the Bureau of the Budget."

23. Paragraph 85 is amended as follows:

- a. Subparagraph b is amended to read:

"b. Itemization of subsistence expenses must not be made in the travel voucher where a per diem is allowed under paragraph 45, in lieu of subsistence expenses under paragraph 51. The exact period for which per diem is claimed must be stated."

- b. Subparagraph e is amended to read:

"e. Where claim is made for transportation obtained with cash, the travel voucher must show the amount spent, including transportation tax, and must show the name or initials of the transportation company."

24. In paragraph 96 the first sentence is amended to read:

"The head of each department or establishment or his designated representative may advance, through proper disbursing officers to any person entitled to per diem or mileage allowances or subsistence expenses, such sums as may be deemed advisable considering the character and probable duration of the travel to be performed."

25. Paragraphs 90 and 91 are amended by changing the references at the end of each to read:

"(See 78a.)" and "(See 78b.)", respectively.

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